



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *September 15, 2021*

ITEM TITLE: 4.1a

CONTACT PERSON: *Laurie Popp, Executive Assistant to the Board of Education*

SUBJECT: APPROVAL OF MINUTES – July 21, 2021

Session 1039

A meeting of the Mt. Hood Community College District Board of Education was held on July 21, 2021, with a Board Retreat at 1:30 pm, held in the Board Room* at Mt. Hood Community College, 26000 SE Stark Street, Gresham, Oregon, and via Zoom. **Board members only in the board room due to COVID-19 social distancing requirements.*

1.0 CALL TO ORDER

Members present: Annette Mattson, board chair, Andrew Speer, board vice chair, Diane McKeel, LaVerne Lewis, Diane Noriega, Kenney Polson, Marie Teune

Additional Attendees: Dr. Lisa Skari, president, Mary Spilde, president emeritus of Lane Community College, and consultant

Mattson called the board retreat to order at 1:48 p.m.

2.0 BUSINESS

Annette Mattson and Lisa Skari welcomed Marie Teune to the board. Board members participated in an icebreaker activity to get to know each other better.

Mary Spilde provided a brief summary of her facilitation background and led the board in a discussion of the top agenda items to be covered during the board retreat, which include board governance, board goals, and board operations. The focus will be on board expectations for each board member, the board as a whole, and the work of the board.

2.1 Board Governance

Board Guiding Principles and Agreements

Spilde reviewed the current board agreements with board members, and there was a discussion on what the agreements represent, and examples were shared of what it looks like in practice. There was a discussion on updating the document to include accountability to hold each other and the president accountable, and to improve the efficiency of board meetings, and to be respectful of everyone's time. Board members discussed what defines an efficient meeting and gave suggestions on ways to improve efficiency during board meetings. There was a suggestion to list the time next to each agenda item, and to indicate a time allotment for some sections on the agenda.

There was a discussion about holding board members accountable for adhering to the board agreements, and the process for handling deviations from the agreement. For items that might be hardest for people to commit to, Spilde suggested having conversations around what the item means, what the words represent, and having a description on what the expectations are for being engaged, which will help create a shared understanding.

Skari shared comments about her role in the board agreements and working with the board, and there was a discussion on individual board member requests for utilizing staff time and college resources for projects. The next steps are:

- Amend board agreements around accountability and efficiency, and bring it back for full board approval and signature by board members.
- Memorialize the process for dealing with deviations from the commitments.
- Consider where the board agreements belong in policy for a higher level of accountability.
- Think about information requests and if a policy is needed.

Board Self-Evaluation

Spilde led a discussion about the board self-evaluation and reviewed the scores with board members, and board members shared feedback and comments about the reasoning behind their scores. The board discussed areas that had a rating score of less than 3.0, which included strategic engagement with the community, clear protocols for communicating with staff, planning for meeting agendas, policy direction of the college, college safety and security, board member preparation for meetings, and encouraging creativity and innovation.

2.2 Board Goals

Board members reviewed the board goals, and discussed goals in relation to the work of the board, and the work to achieve the college goals that were developed collaboratively with the president. The discussion and feedback included having a smaller list of board goals, and that goals be aligned with the work of board committees, and are more intentional. The board discussed having three broad goals in the following areas:

- 1) Board Community Engagement & Advocacy – revise and update the community engagement spreadsheet and include groups to advocate for, and look at tools to assist with the process. Build in some accountability measures into the form.



- 2) Board Operational Efficiency – improve board efficiency and how the board functions operationally
- 3) Board Policy and Bylaw Review – review and update board policies and bylaws using the equity lens

Spilde led a discussion about the need to refine the goals and establish the role each board member will have to achieve the goals. There was a suggestion to add the term “advocacy” to the community engagement spreadsheet and to add groups to advocate for. The board discussed reviewing board goals at board meetings during the year and having a mid-year review at the board retreat in February.

2.3 Board Operations

Board Agenda Development

There was a discussion on how the board agenda is developed each month, and the process of how to get an item on the agenda. Requests for agenda items will be sent to the president, board chair, and vice chair, who will develop and finalize the board agenda. There was a reference to items on the annual calendar of college activity, and that they sometimes drive items on the agenda. It was noted that some topics on the agenda for the board work sessions are for information and discussion purposes prior to the request for board approval at the regular board meeting.

Meeting Structure

Feedback was given about the structure and format for board work sessions:

- There needs to be a shared understanding about the definition and purpose of board work sessions.
- There needs to be a process for how to get items on the agenda for board work sessions.
- Board work sessions are helpful for decision-making, but they should be shorter.
- There should be time at the board work sessions to work on board goals.

The board chair, vice chair, and president will develop a schedule for work sessions that will include staff presentations and topics for board members to discuss and work on.

Board Committees

Board members discussed the differences between board committees and the groups that have a board liaison role, and the need to clarify what the board member’s role is on each board committee. The board liaison role would consist of listening and communicating information back to the board, and communicating information from the board to the organizational group. The board discussed the areas for having board committees and board liaison roles, and there was agreement about adding a new standing committee for Community Outreach and Engagement, and appointing a board liaison role for an ad hoc Strategic Planning Committee. Lisa Skari will draft a brief description of the board committees and board liaison roles and send it to board members for review and feedback.



Reports

There was a brief discussion on the purpose of the reports provided at the end of the board meeting, and that the reports significantly add to the length of the meetings. Possible strategies were discussed to shorten the time spent on reports, with a suggestion to have a three-minute time limit for board member and executive leadership reports. There would not be a time limit for other reports. There was a suggestion for executive leaders to provide updates on items not included in their division report in the board packet, and board member reports would focus on updates on their board committee and liaison roles, and the work they have done on behalf of the college and community engagement in service to the college. As mentioned earlier, it was suggested to update the board agenda to show the time limit for the board member reports and executive leadership reports, and to list the time for each section on the board agenda. The adjustments will be reviewed at the board retreat in February.

Equity Lens Tool and Decision-Making Template

Spilde led a discussion on the Equity Lens Tool and Decision-Making Template, and how it will be used by the board and staff throughout the campus. Lisa Skari shared how cabinet members are using the equity lens as decisions come forward, and are using the template to respond to the questions as they develop proposals and bring recommendations to the board. The board discussed how they will use the tool in their own deliberations and during the board policy review process, and discussed other areas where the equity lens tool and decision-making template could be used.

3.0 ADJOURNMENT

The board retreat was adjourned at 5:22 p.m.

Clerk

Board Chair

Minutes recorded by Laurie Popp, Executive Assistant to the Board of Education.